



## *Adoption Expense Reimbursement*

Many military families adopt. For those who do, some adoption expenses may qualify for reimbursement. The information below may help you determine whether you qualify.

Department of Defense Instruction 1341.9, *Department of Defense Adoption Reimbursement Policy*, allows active duty military members to be reimbursed up to \$2,000 per child for qualifying adoption expenses in a calendar year. (Maximum reimbursement to one soldier is \$5,000 in any calendar year.) The adoption must be finalized before payment will be made.

To make a claim for reimbursement, the adopting parent must submit a Reimbursement Request for Adoption Expenses - DD Form 2675 (available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2675.pdf>). A separate form is completed for each adopted child whose adoption has been finalized. Once complete, the form is submitted to your servicing unit personnel office. The personnel clerk may also help you assemble the necessary adoption expense receipts and fill out the reimbursement application. Once completed, the personnel activity will mail the application to the Defense Finance and Accounting Service. Be sure you include proof of what you paid (for example, receipts marked "paid," canceled checks). Claims for reimbursement must be submitted no later than one year following the date on which the adoption is finalized.

All adoptions do not qualify for reimbursement. You can receive reimbursement for adopting a child under 18, foreign adoptions, and adoptions of children with special needs *when these adoptions are arranged by a qualified adoption agency*. A qualified adoption agency is a state or local government agency that has responsibility under state or local law for child placement through adoption, or a nonprofit, voluntary adoption agency authorized under state or local law to place children for adoption. Adoption of a stepchild does not qualify for reimbursement.

You may be reimbursed for reasonable and necessary expenses related to the adoption, including: public and private agency fees; placement fees; legal fees, including court costs; some medical expenses for the pre-adoptive child and biological mother; and some temporary foster care charges when such payment must be made before the adoptive child's placement.

**Adoption Expense Reimbursement** is distributed by the Northern Law Center-SHAPE, located in Building 318 on SHAPE. Our office hours are 0900 to 1700 Monday through Friday. You may call us for an appointment at DSN 423-4868/civilian (32) 65/44 48 68. Visit us on the Internet at <http://www.usagbenelux.eur.army.mil/sites/installation/legal.asp> for helpful information on other legal topics.